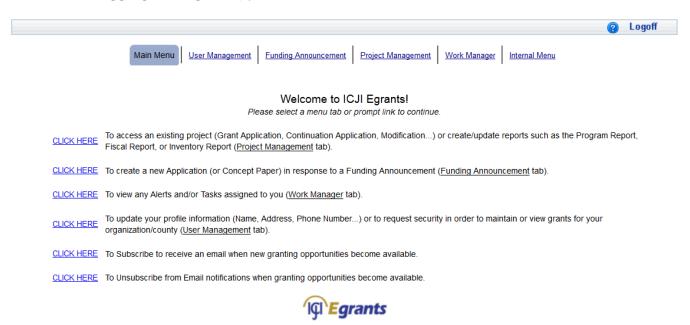
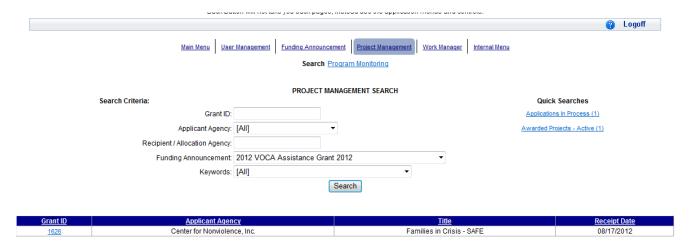
How to Complete a Fiscal Report in Egrants

This document will walk you through how to complete a Fiscal Report (formerly Financial Report) within the Egrant System. You can also access a webinar that will explain this process by going to this website: http://www.in.gov/cji/3533.htm and selecting Fiscal Reporting Webinar under the Victim Services section.

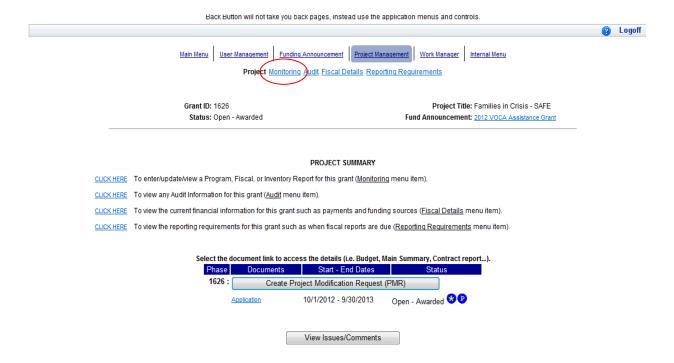
• After logging into Egrants, you will come to this screen.



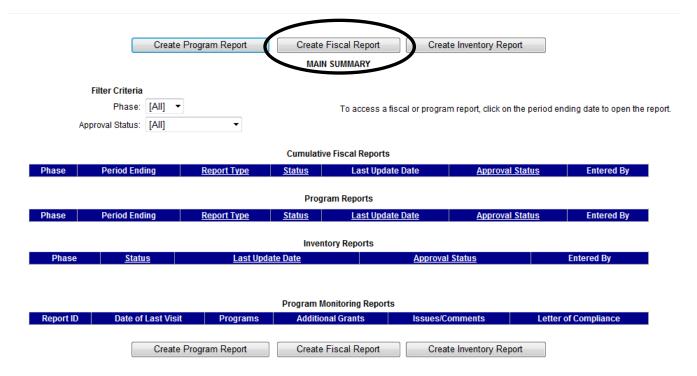
- Click on the top "click here" to enter your grant ID number and hit search
 - Scroll down a little and select your Grant ID number in blue (Below is what you will see)



• Select the monitoring tab at the top

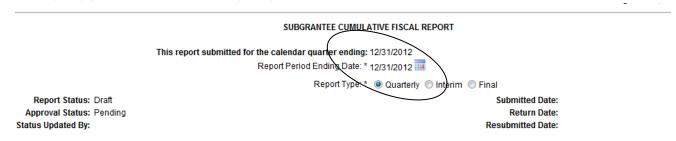


• From this screen below, you will select Create Fiscal Report.



• For the most part, Fiscal Reports will be submitted at the end of each quarter. If you are submitting a report for reimbursement monthly, you will need to select interim report and change the calendar date to the end of your requesting period. If you submit a Fiscal Report at the end of each month, you will still be required to submit a quarterly report at the end of each quarter.

DO NOT MARK THE REPORT TYPE AS FINAL UNLESS YOU HAVE REPORTED ALL EXPENDITURES FOR THE GRANT PERIOD.



How to Complete the **Financial Information** Section at the Top:

Financial Information	Budget	Expenses Paid This Period 10/1/2012- 12/31/2012	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	37,000.00	0.00	0.00	0.00	0.00	0.00
State	0.00	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	9,250.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	46,250.00	0.00	0.00	0.00	0.00	0.00

- You will enter the amount of VOCA funds you are requesting on the Federal line under the Expenses Paid This Period column at the top.
- If you are reporting match, you will report that in the match section that you indicated in your budget section of the application.
 - In the budget categories section you will need to put how much you are requesting from each category. If you are reporting match, you will need to include these amounts in the totals for the categories as well so your amounts match on the top with the bottom.
 - DO NOT USE THE OUTSTANDING SUBGRANTEE OBLIGATIONS COLUMN!

How to Complete the **Budget Categories** Section at the Bottom:

Budget Categories	Budget	Expenses Paid This Period 10/1/2012- 12/31/2012	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
© Personnel	37,000.00	0.00	0.00	0.00	0.00
Employee Benefits	6,500.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	2,750.00	0.00	0.00	0.00	0.00
de Consultants € Consultants	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
\$ Other	0.00	0.00	0.00	0.00	0.00
\$ CF - Purchase of Specific Information	0.00	0.00	0.00	0.00	0.00
\$ CF - Purchase of Services	0.00	0.00	0.00	0.00	0.00
\$ CF - Purchase of Evidence	0.00	0.00	0.00	0.00	0.00
Total Σ	46,250.00	0.00	0.00	0.00	0.00

• You will click the Budget Category you are reporting expended funds in.

<u>Position</u>	<u>Name</u>	<u>Budget</u>	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations
Latino Program Coordinator		25,000.00	0.00	0.00	0.00
Women's Program Coordinator		5,000.00	0.00	0.00	0.00
Women's Program Facilitator		4,000.00	0.00	0.00	0.00
Women's Program Facilitator		3,000.00	0.00	0.00	0.00
		37,000.00	0.00	0.00	0.00
	Save And Continu	e Editing Back			

- Next, enter the amount of funds you are reporting for each line item under the Expenses Paid This Period column.
- Then click Save.

Note: You will repeat this for each Budget Category you are reporting expended Federal and Match funds. And like the Financial Information section above, you are not to use the Outstanding Subgrantee Obligations column.

Once you have entered all of your information into the Financial Information and Budget Categories sections, make sure the Total lines for both sections match. The numbers should match because you are reporting the same information in each section.

After you have verified the Total lines match, click the Add Attachment button to upload your back-up/supporting documentation. Once the documentation is added, click the Submit button.



If the Fiscal Report is submitted without the back-up/supporting documentation, it will be returned to you!

After you click Submit, this screen will appear:

Fiscal Report Submission Confirmation

I certify that, to the best of my knowledge and belief, this report is accurate and complete and that all expenditures and outstanding subgrantee obligations are for the purposes set forth in the application as approved by ICJI; and I further certify that I am aware of the requirements set forth in the OJP Financial Guide (for federal funds) and ICJI's Applicant's Manual and that all expenditures were made in compliance with these guidelines.



This serves as your signature as you are agreeing the information you have entered is complete and in compliance with the guidelines.

- Clicking Agree will take you back to the Main Summary page of reporting and you will be able to see the approval status. Once the approval status is approved, an invoice is submitted to our fiscal department for reimbursement.
- For the quarterly reports required by the Egrants system, it is fine to just hit submit with all zeroes in the columns.